



TOWN OF UPTON, MASSACHUSETTS

PERSONNEL BOARD

Meeting Minutes: January 13, 2020

Location: Upton Town Hall, G07 Conference Room, 1 Main Street, Upton, MA

Members Present: Marcia Kasilowski
Michelle Rivers
Maria Glynn
John Westerling

Member Not Present: Scott van Raalten

Guests Present: Kelly McElreath, Town Clerk/ Assistant to the Town Manager
Derek Brindisi, Town Manager

1. The meeting was called to order at 7:05 P.M.
2. MOTION #1: Motion made, seconded, and unanimously passed to approve the meeting Minutes of December 10, 2019 as written.
3. Kelly McElreath reviewed the job description for the Department Coordinator in the Assessors office. She requested a change in job title to Assistant Assessor. The position will be kept at the same grade level. A stipend of \$1,750.00 will be given per year.
4. MOTION #2: Motion made, seconded, and unanimously passed to approve the change in title to Assistant Assessor subject to final review and approval.
5. Derek Brindisi presented the draft job description developed for an Economic Development Coordinator/Town Planner. He will reach out to the Town of Millbury to discuss possibility of a shared position.
6. MOTION #3: Motion made, seconded, and unanimously passed to approve the job description and classification as Grade 8.

PERSONNEL BOARD

Scott van Raalten, Chair
Michelle Rivers, Vice-Chair
Maria Glynn
Marcia Kasilowski
John Westerling

TOWN MANAGER

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7. The Board reviewed the compensation plan to be implemented in FY21.

8. Meeting adjourned at 8:29 P.M.

Respectfully submitted,

Deborah Teta
Department Assistant